Resident Assistant – Position Description 2016-2017

University Housing & Dining strives to create supportive and challenging environments that enrich and nourish lives. Further, we seek to be the premier campus community in the country. Resident Assistants (RAs) are an integral part of furthering this mission and vision.

We believe an intentional residential experience is transformative. Through the residential experience we provide, we believe that students will learn and grow in the following areas:

- **Self-Exploration** – Residents engage in a process of gaining personal awareness and understanding who they are as individuals. Residents begin to develop a sense of purpose by exploring their interests and values in a new and challenging environment.
- **Living in Community** – We encourage residents to meaningfully interact and form positive relationships with others in their community. This includes learning about someone different from themselves, navigating roommate relationships, and being accountable to other members of their residential community.
- **Intellectual Engagement** – We encourage environments where residents can find value in becoming a lifelong learner. Residents should be able to engage with faculty and academic partners, utilize campus resources, and navigate major/career choices.
- **Global Citizenship** – Residents should develop an awareness of issues impacting the community and the world. We also want them to have the capacity and desire to take action to make positive, sustainable change. This means offering opportunities for leadership development and engaging the community around change.

The primary role of an RA is to engage with residents in ways that further the goals of Residential Life. The following description provides more information about specific roles and duties of RAs:

**Facilitating the Residential Experience**

- RAs are foremost mentors and role models to their residents. RAs hold diverse perspectives and often draw on their own experiences to guide their peers through the Clemson experience.
- RAs will develop relationships with residents and are expected to have regular one-on-one interactions in order to get to know each resident individually.
- RAs are responsible for connecting students within the residential community and encouraging interactions between and amongst residents.
- RAs should be visible and available within the community in order to assist residents.
- RAs are responsible for creating a community which is conducive to academic success. RAs should be aware of basic academic policies and refer students to a variety of academic resources.
- RAs assist residents in proactively addressing individual and community conflict.
- RAs are leaders within their residential community and the larger Clemson community. RAs should also support residents’ leadership development through the encouragement of involvement in the Residence Hall Association (RHA) and community council(s).
- RAs should articulate their own identities and be able to speak to others across areas of social identity. An RA must demonstrate a commitment to social justice through interactions with residents.
- RAs should engage in sustainable practices supported by Residential Life and empower residents to do so.
- RAs should use their provided meal plan to build community by eating in the dining hall with residents, attending or hosting events in the dining hall, bringing faculty or staff into the dining hall, etc.
- RAs will meet weekly with their supervisor(s) and with their staff to ensure good communication about the community and goals/tasks associated with the position.
- RAs work with residents to maintain physical space within the community. Residents are encouraged to take appropriate care of their assigned space and the community as a whole.
• RAs help to promote safety by assisting in the management of keys (at the community desk), serving in an
on-call rotation, and addressing incidents in the community regarding resident behavior.

Due to the essential nature of the RA role, RAs are held to a high standard and are expected to consistently uphold
the duties of their position. Please refer to RA Departmental Expectations 16-17 for more specific details about RA
roles and duties.

A Resident Assistant must meet the following qualifications:

• Be enrolled as a full-time student at Clemson University.
• We prioritize academic success and your role as a student and want to support you. These policies are
designed to support and enhance your academic career.
  o Resident Assistants are academic role models and must maintain a semester and cumulative GPA of
2.5 at the time of appointment and throughout the term of employment. (Some Living-learning
communities may require a higher GPA.)
  o A staff member’s semester and cumulative GPA will be checked each semester.
  o If a staff member is pre-employment, meaning that they have not started the first semester of
their RA role, a semester or cumulative GPA below 2.5 will result in individual consultation and
academic action plan with an Academic Initiatives staff member.
  o If a staff member has served in their role for at least one semester, an RA will be placed on
academic probation throughout the following semester should their semester or cumulative GPA fall
below a 2.5. Two consecutive semester GPAs below 2.5 could result in termination from the
position.
  o If the staff member’s GPA falls below the 2.5 requirement, they will be notified and made aware
of academic forgiveness policies that may increase the GPA. If able to successfully reach the 2.5
cumulative requirement by a given deadline, the staff member will be required to meet with a
member of the Academic Initiatives staff to create an academic success plan for the following
semester. If not, the staff member will be terminated from the position.
  o Graduate students must be in good academic standing with their department or school.
  o Additionally, any issue of academic dishonesty may also be addressed and may result in
termination.
• Resident Assistants will take EDC 3900: Student Development, Leadership, and Counseling for the University
Paraprofessional as a pre-service requirement of employment. EDC 3900 is a 3-hour credit course, and
successful completion of the course is required.

Staff placement is at the discretion of Residential Life staff. Residential Life staff assesses needs of each community,
as well as the strengths and talents that an individual staff member can bring to that resident population and the
staff team. The department strongly considers any “conflict of interest” that may affect placement, including such
things as family relationships, dating relationships, etc. that may occur on the same staff.

Remuneration and Benefits

• Stipend: Most positions are paid a stipend of $3,523.50 for the academic year. Any differences for
specialized positions will be noted in that particular position’s Employment Agreement. Work hours may
vary week to week.
• University policy currently states that students may not work more than 28 hours per week. Your Housing
position will be your primary employment and all expected hours will need to be allotted for this position
before other work for pay can be considered. Please be reminded that secondary work for pay (on or off campus) should only be taken in consultation with your supervisor.

- Employment Period: Resident Assistants are paid on a stipend basis with stipend amounts divided equally amongst pay periods falling within the dates of employment.
- Resident Assistants are provided a private room at the double occupancy rate. In the event of higher than expected occupancy, RAs may be assigned a temporary roommate.
- RAs are provided an unlimited meal plan as a tool to build relationship and community.
- Resident Assistant rent is discounted by 15% from the student rate.
- Resident Assistants receive a discount at the University Bookstore.

If you have questions about your eligibility, or need more information about the Resident Assistant position, please contact raselection@clemson.edu.